

Instructions for All Worship Assistants

- Please arrive 15-20 minutes before worship.
- You are the face of Saint James, please smile and be extra friendly.
- You are a leader, please participate in worship.
- Please take note of the location of the AED Machine.

Acolytes

- Get your robe and candle lighter. Rebecca, Vicar, Pastor can help you.
- Ask Pastor or Vicar about how we enter and exit worship.
- Light candles before worship and extinguish them after worship.
- Communion – You will serve wine: “Blood of Christ shed for you.”
- Relax.

Assisting Ministers

- Touch base with pastor about the service and how we enter worship.
- Read the lessons. Ask Pastor or Vicar about the lessons and psalm.
- Lead the prayers of intercession from the pulpit.
- Help serve communion: “The blood of Christ shed for you.”
- You lead the post communion prayer from the pulpit.
- After the sending hymn, you offer the final dismissal.
- After worship help clean up the altar:
 - Place the unused wafers in their plastic jar container.
 - Dispose of leftover grape juice.
 - Rinse out and dry containers and replace in the cupboard.
 - Make sure all candles are extinguished.
 - Empty water from the baptism font.

Greeter

- Wear a nametag, smile, greet: “Good morning. We’re glad you are here!”
- If you don’t know someone, “Hello, my name is...”
- Show new people where to get a bulletin, hang coats, etc.
- If convenient, introduce visitors to others, especially pastor or vicar.
- After worship, thank people for worshipping with us. “Hope you will come again.” Invite new people to join you for a cup of coffee during fellowship.

Social Hour Hosts

- We try to schedule 3 families to each bring 3 dozen treats.
- Make coffee as needed. Ask Pastor if you need help.
- Supplies (napkins, platters, etc.) are in cupboard on south wall.
- **Clean up**
 - Load dishwasher and start (detergent is under sink)
 - Wipe down tables in the Fellowship Space, kitchen counter, and sink
 - Empty and rinse coffee pots.
 - The Sunday teller will either come and get the free-will offering.
 - Take home any used towels, wash and return.

Usher

- Walk through the sanctuary before worship looking for problems.
- Make sure the acolyte has a bulletin on his/her chair.
- Greet people and make sure they have a bulletin.
- If need be, help them find a seat.
- Count the attendance and write in notebook in the sound system closet.
- Be observant to problems during the service (temperature, fans, etc.)
- Keep an eye on the Narthex: sometimes strangers wander in.
- When communion starts usher people forward beginning with the front pews. Both sides come forward at the same time in two lines.
- If a worshiper needs communion brought to them in their pew, get pastor's attention.
- The ushers are usually the last people to communion.
- After Worship walk through the sanctuary looking for lost items and garbage. Make sure all candles are out. Tidy up the table with the bulletins.

Sunday Tellers

- Arrange all offering envelopes in numerical order. Arrange the currency by denomination in ascending order (1, 5, 10, etc.). Place any checks after the currency. Place all in an envelope and drop into the safe in the North Hallway. Note: Check to make sure the envelope fell into the safe.
- Put social offering in separate envelope and place in safe.
- Lock the four front doors.